



Team Leader Guide

Thank you for your willingness to lead a short-term missionary team with Missions Ministries. This experience is sure to make a big difference in your heart, as well as in the lives of the people living in the colonias of Juarez, Mexico. This document will provide you with detailed and helpful information as you prepare for your upcoming trip.

OUR MINISTRY

Our mission is to transform lives and communities through short-term mission teams—meeting spiritual needs, building homes and community infrastructure, providing medical care, and expanding the educational opportunities for children. Missions Ministries has constructed more than 800 buildings: homes, schools, church buildings, clinics, libraries, an orphanage, a drug rehab center, a youth community center, parks, and more. Thousands of individuals have participated in our short-term mission trips from churches, schools, companies, and families from all over the United States.

THE BUILD

The house your team will build is a simple, well-constructed 12' x 36', three-room home on a concrete slab with electrical wiring, insulation, and drywall. The exterior is sided and painted and the roof is sealed with rolled asphalt and tar. There are six windows, a screen door, a lockable metal front door and each house includes a new baño (outhouse) with a brand new porcelain toilet. Teams provide the \$9,500 funding for all construction materials and local Mexican labor.

FUNDRAISING

The team will be responsible for raising funds to cover all costs of the trip. All donation checks should be made payable to Missions Ministries, with your team name and dates as the designation, and sent to the team member requesting the donations. Team members should then collect the checks and mail them to the team leader. The team leader will complete a deposit form and mail the checks to the Missions Ministries office. This is the best way to ensure funds for each team are tracked properly. Below are a few recommendations on fundraising.

- The easiest and most beneficial way to raise funds is to simply ask. Sending support letters to friends, family members, co-workers and neighbors has proven to be one of the most successful ways to raise funds.
- Garage sales, bake sales, and servant auctions have all been effective methods to raise funds.
- Ask if your company will match a personal donation.
- Send supporters to www.missionsministries.org/support-a-mission-team to donate online. Ask them to designate the name of the team leader and your trip dates to make sure funds are directed to the right build.

THE TEAM

Adult only teams should consist of 12-20 adults. Children six years-old and older are welcome. Teams with children may vary from 12 to 25 people per home site. This is due to safety challenges on the build site and in order for the team to have the most rewarding mission experience possible. Often times, teams are larger than 25 people. Those teams will divide the members into two groups and build 2 homes. No more than 39 people can be accommodated.

There are no special skills needed to be on a team! Missions Ministries staff will accompany and direct your team at all times.

All team members will register for a trip through our online registration system. They will complete their liability form as well as pay their personal food and lodging costs. There is a \$35 registration fee per adult.

LEADERSHIP ROLES

There are three leadership roles on each team. Ask team members to serve in the following roles:

- Tool Captain- Communicates with the group what tools are needed for each day and provides team tool supplies for the build site.
- Spiritual leader- Leads morning devotions and says a few words during the house dedication.
- Outreach leader- Plans the crafts and activities for the outreaches.

PASSPORTS

International law requires that every team member ***must*** have a valid passport in order to travel across the border into Mexico. They are also required for re-entry into the United States. Children must also have a passport. Passports cannot expire within the next 6 months of the trip. Please be certain you leave ample time (at least 6 weeks) before your trip to acquire a passport. An expedited passport may be possible for a fee. Please check with your local post office or online at www.travel.state.gov.

If there is anyone in your group with a passport issued by any country other than the United States, please advise Missions Ministries at once. Additional preparation is required for anyone in this category. If the requirements regarding passports and other information are not followed, the person may be denied entry into Mexico, or they may not be allowed to return to the U.S.

Mexican law requires that any non-Mexican citizen under the age of 18 entering or departing Mexico must carry notarized written permission from any parent or guardian not traveling with the child to or from Mexico. This permission must include the name of the parent, the name of the child, the name of anyone traveling with the child, and the notarized signature(s) of the absent parent(s.) The State Department recommends that the permission should include travel dates, destinations, airlines, and a brief summary of the circumstances surrounding the travel. The child must carry the original—not a scanned copy—as well as proof of the parent/child relationship (usually a birth certificate or court document)—and an original custody decree if it is applicable.

HEALTH AND SAFETY

Immunizations: A tetanus shot is highly recommended if your immunizations are not up to date (every 7 years.) Check with your doctor concerning this or any other immunizations. Health alerts may come up unexpectedly. Children and adults with asthma or other respiratory/health issues should bring needed medication for an emergency.

Contact lens wearers: It is recommended you wear your glasses due to the construction work as sometimes windy and dusty conditions.

Valuables: Leave all valuable jewelry and other items at home.

Personal medical information and medicines: All prescription medications must be in their original packaging and clearly labeled. Have available specifics of your health insurance in case of emergency. Please alert Missions Ministries staff of any health problems a team member might have.

Team center and work site: Do not leave the team center or worksite without the permission of a Missions Ministries staff member.

PERSONAL COSTS

There are personal costs for food and lodging. These costs, for a typical four-day mission trip, include 3 nights lodging and 8 meals. Personal costs will be paid at the time of registering for a trip through our online registration.

Adult \$210 - Youth (13-17) \$150 - Children 12 and under \$125

THE TEAM CENTER

The team center is very comfortable and teams are taken care of by Missions Ministry staff. The center provides a playground, basketball court, four-square court, pavilion, dining room, medical clinic and a ministry store. The team center is surrounded by 10 foot walls with on duty guards. All food, water, and ice served in the team center dining room are safe. DO NOT drink the water in the rooms. Drink only bottled water outside the dining room.

Alcohol and illicit drug use is prohibited at anytime and anywhere during your mission trip.

Each room contains:

- 2 sets of bunk beds with a queen bed on the bottom of one bunk (Sleeps 5)
- Private bath with shower
- Air conditioning
- Towels, linens and blankets
- Alarm clock
- Dresser
- Soap and shampoo

WHAT TO PACK

- Casual clothes for travel, team get-together, area tours, etc. Please be respectful of the Mexican culture in your dress. Scoop, V-necks, spaghetti straps, or short shorts are not appropriate. T-shirts and long shorts can be worn to outreaches.
- Church clothes- Nice jeans, khaki pants, capris and a nice shirt. Modest and respectful, please.
- Work clothes- Work jeans or pants, old tennis shoes, shirts, gloves, hat (remember that you are working with tar and paint). Tank tops, shorts, or sandals are not appropriate. Consider layers and check for weather conditions.
- Sunscreen
- Camera
- Bible
- Cash for church offering or buying items at the store
- PASSPORT

TOOLS

Each person should have the following:

- Hammer- 16oz or 22oz for framing/16oz for trim and drywall
- Nail apron
- 1 carpenter pencil
- Dust mask
- Safety goggles
- 3" or 4" paint brush
- Paint roller and roller pan
- Small trim pan
- Small trim brush
- Plan accordingly if you plan to paint the interior of the house (double the brushes and rollers)

Team tools per house to bring to the build site each day:

- 2 utility knives
- 14" shark tooth hand saw
- 1 chalk line
- 2- 25' tape measures
- 1 first aid kit
- Waterless hand cleaner (Gojo)
- Heavy duty trash bags
- 2 rolls paper towels
- Toilet paper for the outhouse
- Wet wipes
- Nametags and marker (optional)

THE MISSION EXPERIENCE

DAY 1: *Please understand that every team is a little different and the following scenarios may vary.*

- **DRIVING TEAMS-** Teams need to rendezvous at The Harvest Christian Center in El Paso, Texas by 2:00 p.m. on the first day. You will leave your vehicles at the church and load your belongings into Missions Ministries' transportation. Your vehicles will stay safely at the church until your return. **Harvest Christian Center, 1345 New Harvest Place, El Paso, TX 79912**
- **FLYING TEAMS-** Team members flying to El Paso will be picked up at the airport baggage claim area in the terminal. Those flying should plan to *arrive* between 12:00 and 2:00 p.m. and should plan to *depart* El Paso at 12:00 p.m. or later.
- **BORDER CROSSING-** As soon as all team members have been picked up at the airport and Harvest Christian Center, the entire team will be taken to Wal-Mart to purchase water and desired supplies. The team will then caravan through the border to the team center outside Juarez. It is our policy to only cross the border during daylight hours. At the border, team members will file off the vans with their passports and complete a visa form for each team member. Instruction cards will be provided to help complete the forms. Dinner will be served in the dining hall and the evening will be spent getting settled.
BORDER TAXES: Mexico has been tightening their rules regarding the declaration of goods crossing the border. They have been restricting the amount of used clothes and shoes that can cross the border. Mexican customs can charge 16% tax on any items that are not personal. So, that means donations in general and materials can be taxed. Teams have been experiencing taxes at customs that range from \$50 to \$200 on the materials and donations that they bring. Missions Ministries pays the taxes on anything it crosses in support of the ministry, but the teams need to be able to pay for the taxes that their cargo is charged. The ministry can pay the tax at the border then reconcile with team finances after the trip.

DAY 2:

The team will wake up early, have devotions, eat breakfast and head off to the job site. The morning will be spent working at the job site. Lunch will be served back at the team center. The afternoon will be spent taking a bus tour of the colonias or other outreach activities your team has requested. Dinner will be served at the team center.

DAY 3:

The team will wake up early, have devotions, eat breakfast and head off to the job site. The home construction will be completed and the dedication will take place. It is a special moment when the family receives the keys to their new home!

The afternoon of day 3 is often when food outreaches are held for the community, if your team has selected this option (additional cost).

Dinner will be served at the team center. After dinner, the team will attend a church service at the sponsoring pastor's church. An offering will be taken and appreciated to support the local church.

DAY 4:

The team will wake up early, have devotions, team wrap-up session, eat breakfast and load up to depart. Vans normally depart by 8:30a.m. Drivers can expect to be back at their cars around 9:30-10:00a.m. Flyers can expect to be at the airport around 10:00-11:00a.m.

TEAM LEADER ACTION ITEMS

- ✓ If you haven't done so already, please send in your \$500 non-refundable deposit (per house) to the Missions Ministries office or make payment online. Your date on the calendar is confirmed when the deposit is received. There is a \$250 change fee if you need to change your trip dates.
- ✓ House material cost (\$9,500 per house) is **due 30 days prior to your trip.**
- ✓ Personal costs (food and lodging) are **due 30 days prior to your trip.**
- ✓ All team members should be registered online at least **30 days prior to your trip.**
- ✓ The team roster and travel information form is **due two weeks prior to your trip.**
- ✓ It is suggested that the team leader hold at least two team meetings prior to departure of the team in order for team members to introduce themselves, confirm mission trip dates, become familiar with the trip and its various elements, determine team co-leaders, determine any extra activities or outreaches, and generate fundraising ideas. A second meeting may be held a few weeks before the trip to confirm financial commitments, tool assignments, driving/flying arrangements, exchange cell phone numbers, etc. A lot of communication can be done via e-mail; however, spending time together before your mission trip allows for unification among team members.

Mission Add-Ons

Food outreach- Provide the families in the area you are building with a well-balanced meal. The meal will be served at the sponsoring Pastor's church and will serve approximately 100-150 people. This outreach is often combined with children's crafts and activities. Missions Ministries will purchase the food in advance. The additional cost is \$350.

Interior Paint- Teams will return after lunch on the 2nd day of building to paint the interior of the house. Missions Ministries purchases the paint. The additional cost is \$150/house.

Prayer Walk- Prayer walk through the colonias one afternoon. This outreach is often combined with delivering water filters. The additional cost is \$60 per water filter and \$30 per interpreter.

Beds- Provide beds to the family. Double bed- \$230 - Single bed- \$210 - Bunk bed- \$475

Concrete slab (patio)- Add a 4ft x 36ft porch to the house. The additional cost is \$400.

Roof over patio (porch)- Add a roof over the patio. The additional cost is \$350.

CONTACTS

Phone numbers in case team members or family members need to reach someone during your trip.
In case of emergency in transit, contact your team leader or Bill Orange.

Missions Ministries Chris Henshaw 303-748-7539

Missions Ministries Bill Orange 720-220-9864

Missions Ministries Toni Chalmers 303-378-8721

Team Center in the colonias 011-52-656-559-6364

Missions Ministries
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303-771-3789
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Our teams build more than structures. We build communities, relationships, faith and hope.

**Therefore, my dear brothers and sisters, stand firm. Let nothing move you.
Always give yourselves fully to the work of the Lord, because you know that
your labor in the Lord is not in vain.**

1 Corinthians 15:58